



WILDER BUSINESS CENTER

The Wilder Business Center, ideally located on the Northeast Iowa Community College (NICC) Calmar campus, is the area’s premier location to host your next conference, convention or special event! Whether you’re looking for a small, intimate boardroom to conduct your next meeting or a large auditorium for corporate conventions, the Wilder Business Center is well-equipped to host a variety of events. The Wilder Business Center can accommodate all size groups ranging from 10 to more than 200 guests and boasts state-of-the-art technology allowing you to conduct board meetings, web conferences and extraordinary presentations all at the touch of a button. With NICC, you can rest assured that every aspect of your meeting will be accounted for and designed specifically to meet your needs.

Hours of Operations

- Monday-Thursday:** 6:30 a.m. – 10 p.m.
- Friday:** 6:30 a.m. – 5 p.m.
- Weekends:** Subject to Availability

Event hours outside of a contract day are subject to overtime rates plus applicable labor charges at prevailing rates. Security fee of \$30 per hour is necessary to charge outside of normal operating hours.

Room Use Options

Rooms may be reserved for a half day (*four hours*) or full day (*eight hours*).

- Half day:** 8 a.m. – Noon
1 – 5 p.m.
6 – 10 p.m.
- Full day:** 8 a.m. – 5 p.m.

Rates

Room	Half Day	Full Day
Auditorium	\$250	\$450
Classroom	\$125	\$175
Health Lab	\$125	\$175
Boardroom*	\$75	\$125
Computer Lab	\$50 per hour without instructor \$100 per hour with instructor	
Video Conferencing	\$35 per hour plus room rental	
Full Facility (<i>full day only</i>)	\$1,700	

*Boardroom may be reserved hourly at a rate of \$40 per hour.



Additional Fees

Additional fees may apply for event coordination, catering, security, technology support and other services requiring dedicated staff are not included in the standard room fees. These additional fees will be noted in the event proposal based on needs.

Accessibility

We are committed to ensuring that the Wilder Business Center is as convenient, accessible and enjoyable as possible. While we make every effort to ensure the accessibility of our facilities, reasonable accommodations will be made for qualified persons should they require additional assistance.

See reverse side for rental policies and other services.

RENTAL POLICIES

Customized Pricing

At minimum, all event planning should be conducted at least two weeks prior to the first contract day. We will work with you to identify your needs and provide a quote based on those needs. Pricing can range from a simple room rental to a complex conference that includes catering, technology support and other Wilder Business Center services.

The Wilder Business Center requires a signed contract on file prior to the event date. Northeast Iowa Community College Business and Community Solutions will invoice upon completion of event, and the balance is due 30 days upon receipt of invoice.

An event manager is available to assist you throughout the planning process and make the transition from planning to implementation as smooth as possible.

Cancellations

Cancellations made two weeks or less from the first day / day of your event will forfeit 50 percent of the rental fee minus any additional services not used.

Other Services

- **Business Center**
A computer lab can be made available for your business needs. Please check with your event manager for additional information.
- **Cleaning and Custodial Services**
The Wilder Business Center provides custodial service for all public areas, restrooms, meeting rooms and the auditorium at no additional cost.
- **TV Monitor/ Displays**
The Wilder Business Center manages the messaging system.
- **Catering Preparation Area**
The kitchenette provides space for food or beverages to be stored. Check with your event manager for information on available supplies.

Contact Us

Contact us about hosting your next event or meeting at the Wilder Business Center:

- ✉ Northeast Iowa Community College
Wilder Business Center
Attn. Andrea Knutson
P.O. Box 400
1625 Hwy. 150 S.
Calmar, Iowa 52132
- ☎ 563.562.3263, ext. 224
800.728.2256, ext. 224
- 📧 knutsonan@nicc.edu
www.nicc.edu/wilderbusinesscenter



FACILITY

- Shaded areas are not open to the public.
- Video conferencing is available in rooms 102 and 134.
- Rooms 103-106 can be configured to fit various seating needs.
- The remaining rooms are fixed set-ups and cannot be reconfigured.

See reverse side for configuration options.

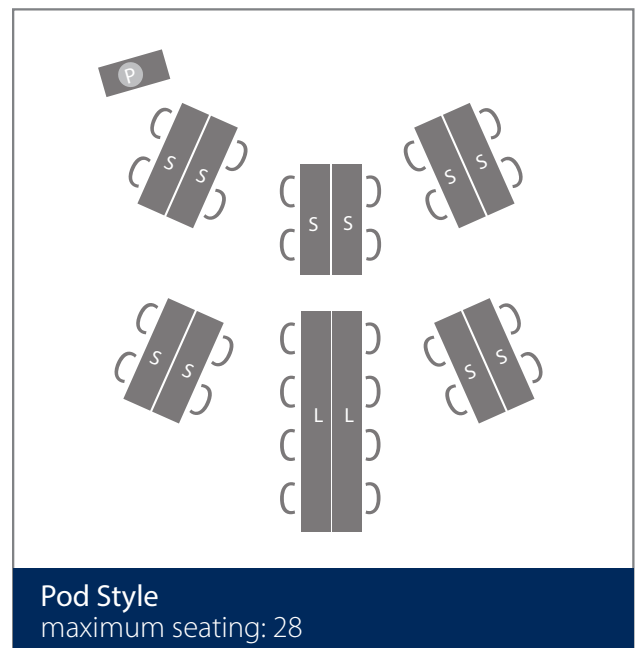
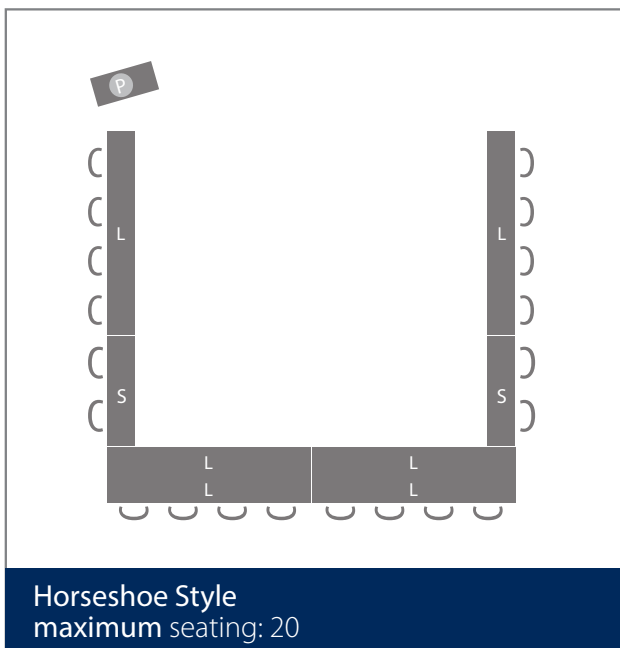
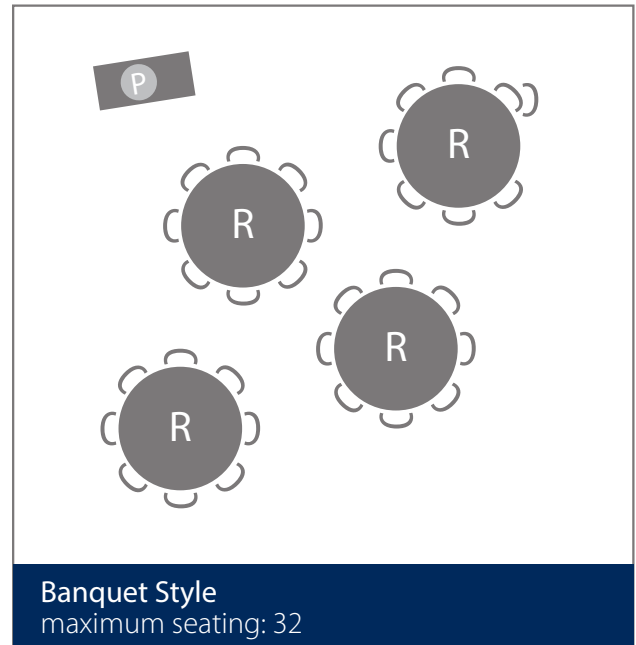
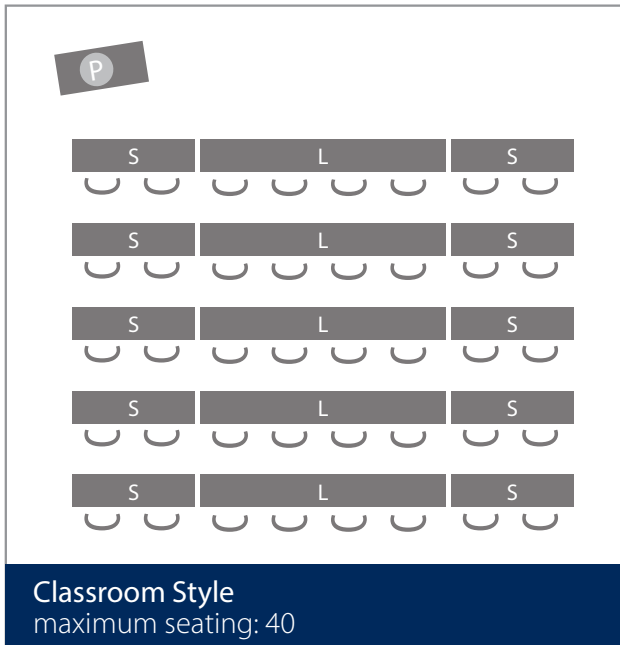
Facility items available:

- 200+ chairs
- (20) 8 ft. tables
- (40) 5 ft. tables
- (8) Round tables
- (8) Registration/Serving tables (white)



Room Configuration Options

Rooms 103-106 can be configured to fit your group size and meeting style. For large meetings/events, rooms 104-105 can be combined for maximum seating of 80 (*depending on configuration style*). Choose from the options below.



TECHNOLOGY

The Wilder Business Center state-of-the-art audio and visual equipment includes:

- LCD ceiling mounted projectors with drop down screens
- Built-in multimedia and speaker sound systems
- Classroom podiums with simple push button displays
- CD drive with speakers
- Internet data connections
- Latest versions of Microsoft® Office software and web browsers
- Blu-Ray DVD player
- Video input interface that accepts VGA computer displays, video and audio
- Fully dynamic lighting with multiple lighting schemes
- Wireless, lapel or handheld microphone system
- Laser pointer for presentations
- Wireless Internet throughout the facility
- Polycom HD video conferencing system
- Web-casting capabilities
- Conference telephone lines
- Interactive Smartboards for dynamic presentations
- Dry erase boards in each classroom



All special equipment and services should be arranged with the event manager at least seven days prior to the event. Dedicated technology support may incur additional charges.

CATERING

Whether it's a full seated dinner, a traditional buffet, or a casual meet and greet, the Northeast Iowa Community College (NICC) Café is dedicated to making your dining experience the best it can be. The Café is the primary caterer for the Wilder Business Center. Other options will be provided if the Café is unable to meet your requests.

The Wilder Business Center also allows for beverage service such as pop, lemonade, coffee and water. Your event manager will assist in providing this service if needed.

In order to serve our guests, a minimum guarantee of attendees must be received seven days prior to the event date. The highest estimate of attendance will apply as the guarantee if not revised seven days prior to your event.

No food or beverages may be brought into the facility without prior approval.

Pricing may be subject to change per market fluctuation with notification.



See catering request form, included in this packet, or submit online at www.nicc.edu/wilderbusinesscenter.

Calmar Campus • P.O. Box 400 • Calmar, IA 52132 • 563.562.3263, ext. 224